



AGENDA
Maynard Board of Selectmen's Meeting
Tuesday, November 1, 2011
Town Building—Michael J. Gianotis Meeting Room
(No. 201)
Regular Meeting Time: 7:00pm

(All public meetings may be broadcast, recorded and or videotaped.)

1. Call to order (7:00 pm)
2. Pledge of Allegiance
3. Public Discussion
4. Acceptance of Minutes:
 - October 18, 2011 Meeting
 - October 26, 2011 Meeting
5. Correspondence
 - Phong and Denise Dao letter re: posting tax error
 - Stephen and Mary Morgan letter re: posting tax error
 - Tax Classification Hearing Dec. 6, 1011
 - Xfinity letter programming changes on Dec. 19,2011
 - Memo re: Maynard High School use of Crow Park
 - Town Clerk's Sept. Activity Report
 - Fire Dept. Sept. Activity Report
 - Charter Review Committee Oct. Meeting Minutes
 - Agenda White's Pond Study Committee Meeting – Oct.
 - Maynard Public School Administrative Regulations
 -
6. Licensing Authority Halfway Café – Lance Baldwin (7:30pm)
7. One-Day License Permit for Bar Mitzvah – Barbara Michaelson
8. Electrical Revolving Account increase request
9. Property Taking Update
 - a) 5 Bellevue Terrace
 - b) 16 Prospect Street
 - c) Rockland Ave

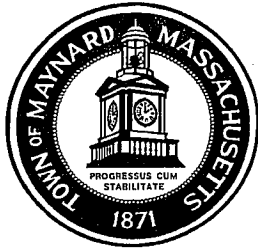
d) Pending Property 16-18 Mill Street
e) Auctioneer/Lawyer

10. Kevin Sweet signature authorization approval for #291 Civil Defense
11. Fiscal Year 2012 Budget Timeline
12. Old/New Business
13. Town Administrator's Report
14. Chairman's Report
15. Adjourn



Respectfully submitted October 28, 2011

Michael Sullivan, Town Administrator



Draft

OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

Tel: 978-897-1001 Fax: 978-897-8457

Selectmen's Meeting Minutes
Tuesday, October 18, 2011
Town Hall Building, Room 201
Time: 7:00 pm

Present Chairman, David Gavin, Selectman Brendon Chetwynd, Selectman Dawn Capello, Selectman James Buscemi, and Town Administrator, Michael Sullivan.
Absent Selectman Nadeau

Pledge of Allegiance

Public Discussion:

Resident Vic Tomyl made comment about the sight plan article #12 stating that it is not a current zoning by-law.

Motion made by Selectman Capello to approve the minutes of the October 4, 2011 meeting. Second by Selectman Chetwynd. Vote 4-0. Motion approved.

List of correspondences

- a) Facilities Department Monthly Report September
- b) Conservation Commission Meeting Minutes 9/20/11
- c) Department of Public Works Monthly Report September
- d) DPW, Second Qty billing rates 2011
- e) Charter Review Committee Meeting Minutes 8/17 & 9/21
- f) Letter from William Campbell, Woburn City Clerk 10/6
- g) Maynard Veterans Council request for VDP 11/11/11
- h) DPW, Walter Marr resignation letter 1/20/12.
- i) Letter from Vikki Denaro, supporting Kevin Feehily.

Motion made by Selectman Gavin to approve the Maynard Veterans Day Parade on Friday, November 11, 2011 at 10:30 AM. Second by Selectman Capello. Vote 4-0. Motion approved.

Draft

Motion made by Selectman Capello to appoint Danielle Rocheleau to serve on the Town of Maynard Community Life Center Committee - term expires December 31, 2011. Second by Selectman Chetwynd Vote 4-0. Motion approved.

Legal Hearing//posted in Beacon Villager 9/22/11

LEGAL NOTICE

Notice is hereby given in accordance with Mass. General Law, Chapter 138 as amended, that a Public Hearing will be held on Tuesday October 4, 2011 at 7:30 P.M. in Room 201 at the Maynard Town Building at 195 Main Street on alleged violations of Alcohol Beverage Rules and Regulations, "Sale to a Minor" and other related charges by Millstream Liquor at 86 Powdermill Road, Maynard MA. This occurred on August 6, 11, 12, 18, and September 10, 2011; the result of a Maynard Police Investigation.

Maynard Board of Selectmen

**Dawn Capello
Brendan Chetwynd
James Buscemi
Robert Nadeau
David Gavin, Chair**

Motion made by Selectman Gavin to suspend the liquor license at Millstream Liquors for (5) businesses days. Second by Selectman Nadeau. Vote 4 - 0. Motion approved.

As a result of the hearing held by the Board of Selectmen on Tuesday, October 4, 2011 on the violations of 204 CMR 2.05, sale or delivery of an alcoholic beverage to a person under twenty-one years of age.

The Board of Selectmen suspended the license for a period of 5 days.

You now have (5) businesses days to appeal this decision with the Alcoholic Beverage Control Commission. If you do not appeal to the ABCC, The Board of Selectmen will set the dates of your suspension on Tuesday, October 18, 2011 at 7:15PM.

Date of Suspension: Motion made by Selectman Chetwynd to set the days of suspension for October 27, 28, 29, 30 & 31, 2011. Second by Selectman Buscemi. Vote 4-0. Motion Approved.

The license to be delivered to the Maynard Police Department at 197 Main Street, Maynard, MA. 01754. Phone: 978-897-1011.

Draft

Drop off the License

Date: **October 26, 2011 at close of business**

Time: Close of Business

Place: Maynard Police Department

Pick up the License

Date: **November 1, 2011**

Time: Before you open

Place: Maynard Police Department

Any questions regarding the drop off and or pick up of this license, please contact the Selectmen's Office. Phone # - 978-897-1301.

Motion made by Selectman Chetwynd to set the days of suspension for Millstream Liquors as given October 27, 28, 29, 30 & 31, 2011. Second by Selectman Buscemi. Vote 4-0. Motion approved.

Health Director Kevin Sweet

Motion made by Selectman Chetwynd to appoint Kevin Sweet as the Emergency Management Director with a term ending December 31, 2012. Second by Selectman Capello. Vote 4-0. Motion approved.

Public Hearing at 7:30 PM

Corner Store, Oriental Delight and Mike's Liquor License Violation Hearing

Motion made by Selectman Chetwynd to give a written warning following the failed sting on September 23, 2011. Prior to the sale of liquor, the Corner Store sold a 6 pack of beer to an underage youth without requesting an ID. Second by Selectman Capello. Vote 3-1. Selectmen Gavin apposed. Motion approved.

Motion made by Selectman Chetwynd to give a written warning from the failed sting on September 23, 2011. The Oriental Delight sold a bud light beer at the bar and did not request an ID check. Second by Selectman Capello. Vote 4-0. Motion approved.

Motion made by Selectman Chetwynd to suspend the Liquor License at Mike's Liquor for (1) business day; day will be set at the November 1, 2011 meeting. Second by Selectman Buscemi. Vote 3-1. Selectman Gavin apposed. Motion approved.

Motion made by Selectman Chetwynd to appointment Mary Brannelly to the Maynard Community Life Center Committee as a representative for the recreation committee, with a term ending December 31, 2011. Second by Selectman Capello. Vote 4-0. Motion approved.

Hazard Mitigation Plan

Motion made by Selectman Capello to adopt a Resolution Adopting the Town of Maynard in a Hazard Mitigation Plan dated October 18, 2011. Second by Selectman Chetwynd. Vote 4-0. Motion Approved.

Statewide Mutual Aid Agreement DPW, Public Safety Opt-in, Opt-out

Motion made by Selectman Capello to adopt the Statewide Mutual Aid, OPT-In and to have Town Administrator, Michael Sullivan, sign the agreement. Second by Selectman Buscemi. Vote 4-0. Motion approved.

Motion made by Selectman Chetwynd to appoint Kevin Feehily to serve on the Town of Maynard Recreation Commission for a 3-year term to end June 30, 2014. Second by Selectman Capello. Vote 4-0. Motion approved.

Motion to adjourn made by Selectman Chetwynd. Second by Selectman Capello. Vote 4 – 0. Motion approved. Time, 10:00 pm.

Approved: _____

Date: Oct. 18, 2011

Selectman, Chetwynd, Clerk

Initials: BJM



Draft

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Selectman, Chetwynd, Clerk

Initials: BJM



OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD
MUNICIPAL BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

October 18, 2011

Phong and Denise Dao
9 Mark's Way
Maynard, Massachusetts 01754

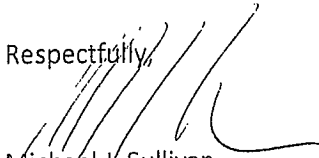
Dear Mr. and Mrs. Dao,

I must both inform you and apologize to you for a systemic error which has resulted in two errant postings to your account in respect to your property taxes. This occurrence is most unfortunate and we hope that the impact is not severe. As part of the necessary steps to correct this error your account balance will be increased by the sum of the two wrongful payments.

The divergent postings to your account occurred on January 24, 2011 and April 19, 2011, for \$1,983.99 and \$228.38 respectively for a total of \$2,212.37. This amount is due in its entirety; please note we will be willing to work with you to make reasonable accommodations on making this payment. I can fully understand your frustration and concern and again I apologize for this unfortunate error. We have taken the needed measures to assure to prevent this from re-occurring in the future.

Please feel free to contact me by phone 978 897 1375 or via e-mail msullivan@townofmaynard.net if you have any further questions or concerns.

Respectfully,


Michael J. Sullivan
Town Administrator, Maynard
Acting Treasurer/Collector

cc. Board of Selectmen
Finance Director
Assistant Collector
Chief Assessor



OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD
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MAYNARD, MASSACHUSETTS 01754

October 18, 2011

Steven and Mary Morgan
8 Marks Way
Maynard, Massachusetts
01754

Dear Mr. and Mrs. Morgan,

I would like to inform you and apologize for a systems error which has come to our attention in regards to your property tax bill. This gaffe resulted in two of your payments being credited to another property's account. A payment for \$228.38 was posted to your account on April 19, 2011 and previously on January 24, 2011 a payment was posted for \$1983.99. The adjustments to rectify this error have been taken and to credit your account.

Again, I apologize for the error and want to assure you we have made the necessary corrections to your account. Internally we also have made adjustments to our system to prevent a repeat occurrence of this error. If you have any questions, please feel free to call me at 978 897 1375 or e-mail me at msullivan@townofmaynard.net.

Respectfully,

Michael J. Sullivan
Town Administrator, Maynard
Acting Treasurer/Collector

cc. Board of Selectmen
Finance Director
Assistant Collector
Chief Assessor



LEGAL NOTICE

As required by Massachusetts General Law Chapter 40, Section 56, the Maynard Board of Selectmen will hold their annual fiscal year 2012 Tax Classification Hearings on Tuesday, December 6, 2011 at 8:00 PM in the Michael J. Gianotis meeting Room (No. 201) at the Maynard Town Building. The purpose of the hearing is to determine the percentages of the local tax levy to be borne by each class of real property. The Public is welcome to attend

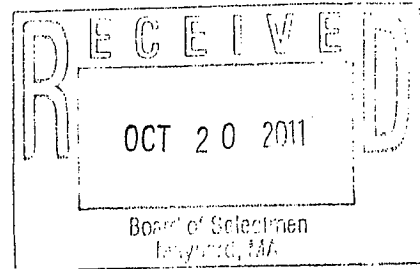
Maynard Board of Selectmen

Robert Nadeau
James Buscemi
David Gavin
Dawn Capello
Brendon Chetwynd



October 17, 2011

Board of Selectmen
Town of Maynard
195 Main Street
Maynard, MA 01754



Dear Chairman and Members of the Board:

I am writing to inform you about programming changes scheduled to occur within your community on December 19, 2011.

Attached please find the customer communication, detailing the changes, which will be provided to customers within their next billing statement.

Should residents contact you with questions regarding these changes, please do not hesitate to direct them to our toll free customer service number: 1-888-XFINITY. Our Customer Account Executives are available 24 hours a day, 7 days a week to answer any questions they may have regarding Comcast products, services and prices. If you have any questions about this information please feel free to contact me directly at 978-825-2212.

Sincerely,

Timothy Kelly

Timothy Kelly
Senior Manager of Government & Regulatory Affairs

IMPORTANT CHANNEL LINEUP INFORMATION

On 12/19/2011:

- **Centric** on channel 274 will no longer be available with a subscription to the Sports Entertainment Package. Centric will continue to be available on channel 274 with a subscription to Digital Preferred.
- NEW! **BBC World** will be added to Digital Preferred channel 190.
- **BBC America** on channel 241 will move from the Digital Preferred service level to the Digital Starter service level. In addition, BBC America will no longer be available with a subscription to our Bronze, Silver, Gold, Platinum and Ultimate packages or our MultiLatino Ultra Package.

Programming not available in all areas. A subscription to Limited Basic service is required to receive any other video service level.
Digital channels require digital capable equipment to view. © 2011 Comcast.



V1_XXXXXXX

Becky Mosca

From: Michael Sullivan
Sent: Monday, October 24, 2011 6:16 PM
To: Patricia DeMars
Subject: RE: Crowe Park dates
Attachments: Crowe Park Spring 2012.doc

B.O.S.
Pachet

I will ask that we start a schedule for the spring schedule. I am not sure if the Rec Commission or the DPW will be keeping track of it.

Mike

From: Patricia DeMars [mailto:pdemars@maynard.k12.ma.us]
Sent: Monday, October 24, 2011 5:14 PM
To: Michael Sullivan
Cc: Robert Gerardi; Peter DiCicco; Laura Chesson; jim stewart; Chambers, Michael
Subject: Crowe Park dates

Mike

Attached is a letter with the Spring and Fall dates for the High school use of Crowe Park. I also included a summary of what needs to be done

Thanks again

--

Trish DeMars, Athletic Director
Maynard High
1 Tiger Drive
Maynard, MA 01754
voicemail 978-897-6168
fax 978-897-6089
email pdemars@maynard.k12.ma.us
cell 978-793-0355



MAYNARD HIGH SCHOOL

Athletics

One Tiger Drive
Maynard, MA 01754

Patricia DeMars, Athletic Director

Voice: 978-897-6168

Fax: 978-897-6089

Email: pdemars@maynard.k12.ma.us

Mike Sullivan
Town Hall
Maynard, MA 01754

October 24, 2011

Dear Mike

Thanks for meeting with Dr Laura Chesson and myself on Friday 10/21 on the request for Maynard High to use Crowe Park this spring 2012. The following is a summary of our meeting.

Dates needed for Spring Baseball Varsity and Jv March 19, 2012 – June 30, 2012 Monday – Saturday for practices and games. Monday – Friday 3:30-6 school days Saturdays 10am-12noon and non school days. April Vacation week is Monday 4/18-Friday 4/22, 2012

Field Area- The town will

- install additional net extenders to the current poles to raise the net up and at an angle toward the field to help prevent any foul balls.
- the additional extenders will be placed down the first base side and behind home plate to also go up and slant toward the field behind and above the backstop
- the town insurance will cover any damage that the batted foul balls may occur.

The fall of 2012 we will be using Crowe Park for Field Hockey and Soccer and I will get you those dates after Jan 1st when the schedules come out approx 8/21-11/15, 2012

Thanks again and the Maynard High Tiger Baseball is excited to be returning to Crowe Park

Trish DeMars

Cc Dr. Robert J Geradi, Superintendent
Mr. Pete DiCicco, Business Manager
Dr Laura Chesson, Principal
Mr. Jim Stewart. Varsity Baseball Coach



MAYNARD HIGH SCHOOL

Athletics

One Tiger Drive
Maynard, MA 01754

Patricia DeMars, Athletic Director

Voice: 978-897-6168

Fax: 978-897-6089

Email: pdemars@maynard.k12.ma.us

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Town Hall
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Trish DeMars

Cc Dr. Robert J Geradi, Superintendent
Mr. Pete DiCicco, Business Manager
Dr Laura Chesson, Principal
Mr. Jim Stewart. Varsity Baseball Coach

**Report of the Town Clerk's Office
For the month of September, 2011
Submitted by Michelle Sokolowski**

Activity Report

2011 Dog Licenses are being processed as they arrive. 897 dogs have been licensed as of September 30, 2011. Late fees are in effect.

**Money taken in reported and turned over to
Treasurer-Collector's Office.**

The following documents were issued:

**Business Certificates – 12
Birth Certificates – 15
Death Certificates – 32
Marriage Certificates – 16
Marriage Intentions - 4**

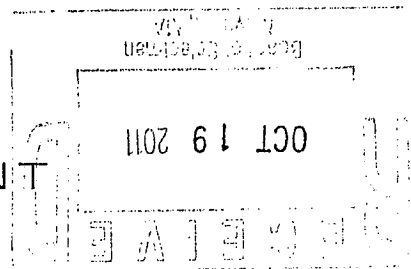
**All birth, death & marriage records have been reported to the
Registry of Vital Records and Statistics.**

**Seventeen Board/Committee members and Public Safety Officials
were sworn into office**



STEPHEN J. KULIK
CHIEF OF DEPARTMENT
(978) 897-1015

TOWN OF MAYNARD
FIRE DEPARTMENT
ONE SUMMER STREET



MAYNARD, MASS., 01754
DEPT. PHONE: (978) 897-1014
DEPT. FAX: (978) 897-3389

To: Maynard Board of Selectmen

From Interim Chief Donald S. Hurme

Re: Fire Department Activity for the month of September 2011

The fire department responded to 117 calls for emergencies and assistance as follows:

- 66 - Ambulance runs
- 9 - Wires down/arcing/electrical hazard
- 27- Alarm activations
 - 5- Ems -no service/well being check/medical assist
 - 2- Illegal burning
 - 2- Smoke/odor investigation
 - 4- Motor vehicle accident
 - 2- Smoke/Co detector activation
 - 2-Alarm activation
 - 2- Gas leak
 - 3-Well being check
 - 4- Unintentional call
 - 3- Lock out
 - 2- Gasoline/Oil spill
 - 1- Good intent call
 - 1- Water removal
 - 2-Public service
 - 1-Lost person search (assist police)
 - 1- Building fire
- 10-Mutual aid
- 2-911 hang up investigations

11 inspection and certificates of compliance were completed.

Repairs were done to the Engine 1, Power vent fan, generator.

The chief attended 2 meetings as follows:

District 14 Chiefs
Central Mass Chiefs

The federal grant (AFG) paper has been completed and will be submitted

The station continues to be worked on by the firefighters in clean up and organization of supplies.

The captains have been continually meeting with their group to pass on information on ideas for delegating out various responsibilities to the firefighters within the department and getting input from the firefighters about this proposal.

An officer meeting was held on September 8th and discussions we held on department SOG and SOP and changes have been proposed. Issues with inspections and manning were also brought up along with training.

An outside training agency was brought in to do a program on fire extinguishers for the firefighters..

Inspections of places of public assembly and for liquor licensing have been started.

An officer's meeting was scheduled for November 10th @ 08:00.

Respectfully,

A handwritten signature in black ink, appearing to read "Donald S. Hurme", with a long horizontal flourish extending to the right.

Chief Donald S. Hurme

**Charter Review Committee
Meeting Minutes
October 5, 2011**

Present: Ron Cassidy, Brendon Chetwynd, Bill Cullen, Bill Kohlman, and Jack MacKeen.

Meeting was called to order at 7:10 PM

A motion to approve the Minutes of September 21, 2011 was made and seconded. The Motion passed 5-0.

In review Article 5, Administrative Organization a question was raised about the definition of a "local publication." With the rise of the internet since the last review, can the town web site be considered a local publication?

In the second paragraph of Section 5-1 b) there was discussion if we could make the paragraph clearer as it seems somewhat confusing as it is.

In section 5-6, Organization of Town Government, a longer discussion occurred about the listing of who appoints which positions and the organization chart. A question was raised if both were needed. Some members did feel that both were useful, if not needed. The org chart provides an overall structure of the entire town government, not just the "town hall" portion that is broken down in the who appoints whom section. It also delineates the positions that the Town Administrator manages but does not appoint. That lead to further discussion on why the five positions were appointed by various boards but managed by the Town Administrator and why this wasn't the case for other boards.

It was also noted that we need to review the current titles for the positions and the numbers of members on each committee. We also need to include new positions and committees like the Facility Manager and the Community Preservation Committee.

In Section 6-3 a question was raised of the definition of the term "long range" in the phrase "long range financial plan." Is it 3 years, 5 years, or 20 or 30 years?

In Section 6-4c) Budget requests, it was commented that the town administrator should send a notice out to ALL agencies, officers, and committees before the budget request is due.

In Section 6-4d)(2) there is a reference to the state association of finance committees. A question was raised if such an organization actually exists.

In Section 6-5a) Joint Budget Review it was suggested that the date of the joint meeting be changed from the second Saturday in February to "a" Saturday in February. It was also noted that the current date sometimes falls on the President's Day weekend. With school February vacation week occurring during the week of President's Day, school personnel and families may make plans to travel at this time. It was suggested that the budget meeting should avoid these dates.

In Section 6-7 second paragraph, the point was raised if the phrase “be revised and extended each year with regard to capital improvements pending or in the process of construction or acquisition” included repairs or should be changed to include repairs.

In Section 7 -5b) Definitions Citizen Petition, a question was raised if we should include the certification by the Town Clerk. It was suggested to Check MGL.

In Section 7-6, it was suggested to change the sentence to read as, “No rule or regulation adopted *or changed* by any town agency shall...”

In Section 7-9 several points were raised. Can the town web site replace the town bulletin board? Should the rules for calling meetings be replaced with a reference to the Open Meeting laws?

The question was raised, since we now have completed the initial review of the Charter, what should be our next steps? After a bit of discussion, the committee felt that we should return to Article 2 and invite the Town Moderator to give his thoughts on this section. Also, to help us we should have assistance from the state like we did in the last review. Brendon will follow-up with the state and the town moderator and see who can be at our next meeting.

The meeting adjourned at 8:57 PM.

Respectfully Submitted
Bill Kohlman



AGENDA

White's Pond Study Committee Meeting

October 24, 2011 @ 6:00pm
Municipal Building - Room 201

1. Call to order.
2. Minutes from previous meeting
 - a. Approve
 - b. Review Action Items
3. Woodard&Curran Report
 - a. Review Comments from committee members.
4. Review any input from citizens
 - a. Review email
 - b. Audience input
5. Start filling out decision Matrix
 - a. Need to set up a decision grid in order to analyze data and prioritize options.
 - i. Make a list of decision parameters
 - ii. Rank the parameters by importance on a scale of 1 to 5. Suggested scale:
 1. Would be nice, but hardly worth paying for
 2. Would be nice, but not worth more than 5% of project price
 3. Something we want, and are asking to be budgeted
 4. Very important and should incorporated in some form
 5. Essential, not something we can do without.
 - b. List all options
 - c. Grade Pros & Cons
 - d. Vote top three options
 - e. Count the votes and discuss survivors
 - i. Does vote agree with scores of Pros & Cons List.
 - ii. Adopt a recommendation or way forward.
6. Updates to Outline Document
 - a. Start filling in detail (haven't received any drafts as of 13 July).
 - b. Updates to Attachment 1 – See Jerry's memos (please update and distribute)
 - i. Assign someone to write pros and cons for each parameter. s/b at least 1 paragraph
7. Other new business
 - a. Impact of Mill rezoning on water use.
 - b. How to glean info from file using Ellen's index?
 - c. Review meeting schedule
 - i. How are we going to write report?
 - ii. Need to start pulling info together soon.
 - d. Dick to do Interim report at Fall Town Meeting
8. Adjourn

Reference: Meeting Schedule

- a. October 24, 6pm, Maynard Town Hall, Room 201
- b. To be filled out

Dick Downey, Chair

MAYNARD

PUBLIC SCHOOLS



School Committee Policy:

#705

Use of School Facilities

The Maynard School Committee believes facilities provided for public education and supported by public funds should be made available for use by non-profit community groups whose activities are educational, cultural, civic, or charitable in nature. Therefore, Maynard residents or Maynard Public School employees and the groups of which they are members shall be encouraged to use school facilities for the described purposes when such use will not interfere with the Maynard Public School's educational program.

It is the intent of the Committee to offer the use of school facilities to the above referenced community groups without incurring significant additional costs for the school budget. When additional costs for operating the facility due to the use by a non-profit community group that are youth-focused are incurred, user fees, custodial and kitchen charges may be waived for activities occurring while the school building is normally open, at the discretion of the Superintendent. Fees for school or town government sponsored activities such as parent group meetings, town meetings, public hearings, etc. may be waived at the discretion of the Superintendent.

The Superintendent will prepare administrative regulations to govern the application and approval of groups to use school facilities, a fee schedule, restrictions of use in compliance with law and School Committee policy, protection of the Maynard Public Schools and its employees from liability, and rules regarding use. For-profit groups or individual using school facilities shall be charged from a for-profit schedule. It shall be the decision of the Superintendent or his/her designee which fee schedule to use for a non-local non-profit group taking into consideration the benefits to the citizens of Maynard.

Date Approved: 3/24/11

Earlier Version: 2/08, 1/05, 5/99, 7/95, 11/84, 1/83, 2/76, 9/75, 8/75, 2/73

Legal Reference: M.G.L. 71:71, 71:71E, 272:40A

Appendix B.
Fiscal Procedures for School Sponsored Events

- All Activity/Event staff payments will be made through Business Office.
- These payments will be made at the conclusion of the event. The funds to support these payments will be brought to the Business Office by the sponsoring organization/individual.
- Any stipend position payment amount is established via MEA contract. All other payments will be made according to pre-established budget subject to sufficient receipt of funds.
- All non-personal payments (materials, supplies, etc) will be made through the sponsoring organization/individual to be reimbursed by the High School general checking account.
- A detailed program accounting to include all receipts and disbursements will be forwarded to the Business Office from the High School general checking account at the conclusion of the activity/event for auditing purposes.
- In the event of receipt of insufficient funds to meet payments of positions from the pre-established budget, an adjusted payment schedule will be provided to the Business Office by the sponsoring organization/individual.

Appendix A.
Rental Charges for School Facilities

Area	High School	Fowler School	Green Meadow
Classroom	\$ 10/hr	\$ 10/hr	\$ 10/hr
Library	20/hr	20/hr	20/hr
Auditorium	50/hr	50/hr	N/A
Auditorium/Cafeteria	70/hr	70/hr	N/A
Auditorium/Café/Kitchen	90/hr	90/hr	N/A
Cafeteria (no kitchen)	20/hr	20/hr	20/hr
Cafeteria/Kitchen	45/hr	45/hr	30/hr
Kitchen Only	30/hr	30/hr	10/hr
Gymnasium*	200	200	100
Locker Room(s)	200	200	N/A
Field	65	65	65
Alumni Field	700		
Alumni Field w/lights	900		
Custodial Fees	\$30/hr		
Kitchen Staff Fees	\$30/hr		

*Gym rentals are for up to four (4) hours. Over 4 hours the rate is doubled.

16. All users, including school organizations, are responsible for setting up and removing all equipment. Equipment belonging to the building user, such as scenery and furniture, may not be moved in or out of the building during school hours.
17. Exceptions to decisions made by the Business Manager can be made only by the Superintendent of Schools.
18. Rental charges are as per attached sheet. All fees are subject to changes that are necessary because of the nature of the rental. Whether the using organization is charging an admission fee or conducting a fund-raiser does not automatically affect the rental charge.
19. In addition to rental charges, custodial fees/kitchen staff are charged as follows:
 - a. Custodial charges shall be billed at the prevailing average hourly rate for overtime work for organizations using school buildings and facilities.
 - b. Kitchen supervisors shall be billed at the prevailing average hourly rate for overtime work for organizations using school kitchens/equipment.
 - c. The minimum payment shall be for two (2) hours when it is necessary for a custodian or kitchen supervisor to return to the school from their home in order to fulfill the assignment. If it is not necessary for a person to leave the building, then the hourly rate shall prevail with no minimum set. Persons working overtime for more than one full hour, or a fractional part thereof, shall be applied to the next nearest quarter of an hour. Custodians/kitchen aides fees shall include time spent in preparation for and cleaning up after a facility has been used.
20. The custodian on duty is responsible for the supervision of the facility and equipment, safety precautions in the building, cleaning of the building after its use and for any services required by the rentee in accordance with the use of the facilities approved.
21. It is the custodian's responsibility to make their whereabouts known so that he/she will be available at any time that services are required. Depending upon the nature of the rental and the area being rented, the school department may require the rentee to have two or more custodians on duty, in addition to police protection.
22. Failure to comply with these regulations may result in denial of future requests.

Date Approved: 3/24/11

Earlier Version: 2/08, 1/05, 9/00, 6/96

6. The facility user is responsible for damage to the school property and may be required by the Business Manager to provide police and/or fire protection at the facility user's expense. If special set-up or equipment is required (podium, public address system, VCR, stage lights, etc.) this must be indicated and arranged at the time of application. This includes access to bathrooms, if user is renting field space.
7. When school facilities are used for the purposes other than for school use, additional expenses, including heat, electricity, and other operating expenses are incurred by the school department. Therefore, charges are made by the Maynard Public Schools to cover the additional costs. School facilities are available only when a regular school custodian is employed to supervise and protect the building and equipment.
8. Rental fees, custodial and kitchen costs may be waived by the Business Manager for groups in categories 2a, b, and c; rental fees but not custodial nor kitchen costs may be waived by the Business Manager, at his/her discretion, for groups in category 2d; rental fees for groups in categories 2e and 2f may be waived only at the discretion of the Superintendent of Schools.
9. School kitchens and equipment are available only when a regular school kitchen employee (from the affected school) is employed, at the building user's expense, to supervise and protect the equipment. When a school kitchen is to be used, it will be necessary for the building user to contact the Business Manager to receive the necessary information as to charges, and the needs of the building user.
10. By State Law, ALCOHOLIC BEVERAGES ARE NOT ALLOWED on school premises. Also required by state Law, there is NO SMOKING in the buildings nor upon school grounds.
11. On days when school has been cancelled because of emergency conditions, the school buildings will not be available and all scheduled use is automatically canceled. In special circumstances, access may be permitted during the custodian's regular shift, 6:00 a.m. - 2:00 p.m.
12. In all cases where gymnasiums are used for athletic purposes, participants are required to use appropriate footwear.
13. The decision as to whether a police officer is required when a facility is authorized for use will rest with the Business Manager. The facility user will be responsible for payment of any police officers so required.
14. All fees (custodian and rental) are to be paid by check made payable to Maynard Public Schools, Town of Maynard and delivered to the Business Office, Coolidge School, 12 Bancroft Street, **30 days prior** to use of the facility. All bills for damages are payable upon receipt.
15. The building user must satisfy the Business Manager that a qualified person will be available to operate stage lighting, curtains, drops, scenery, etc.



Administrative Regulation:

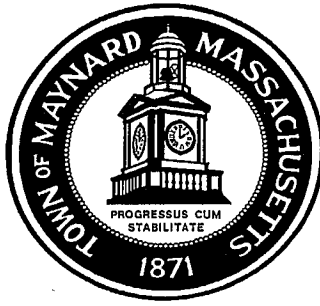
#705.1

Use of School Facilities

1. Use of school property for school purposes takes precedence over all other uses except Town Meeting. Permits to use school facilities may be canceled at any time due to the needs of the school program. The Maynard Public Schools are not responsible for inconvenience caused due to cancellation. Approval of applicants to use school facilities are made by the Business Manager or designee.
2. Scheduling priorities are as follows:
 - a. School-sponsored activities, including student clubs, School Councils, the School Committee, EXCEL, Fowler After School Club (FASC), Community Education (evening classes), and Adult Learning Center, and Town Meeting;
 - b. Activities sponsored by school support groups, including PTO's, Parent Networking Group, Band/Chorus parents, Friends of WAVM, and Maynard Recreation Department;
 - c. Maynard youth-related activities, including Scouts, Maynard Youth Soccer, Little League;
 - d. Maynard educational, cultural, civic or charitable groups;
 - e. Regional groups with an educational, cultural, civic or charitable purpose;
 - f. Activities of other organizations, at the discretion of the Superintendent of Schools or designee.
3. For School-sponsored events, fiscal procedures are to be followed as given in Appendix B.
4. Any application by organizations or individuals may be required by the Business Manager to present evidence that they carry insurance relevant to the nature of the intended program or activities; and to include, in their enrollment or membership forms, signed statements holding the School Department and Town harmless with respect to any liability for injuries or other harm or damage arising out of the applicant's supervision or conduct of programs and activities on school premises.

Neither the school department nor its custodians assume any responsibility for liability.

5. The facilities using organization is responsible for complying with the terms of the approved application form, School Committee policies and regulations, State and Local ordinances related to health and safety, and Maynard Fire and Police regulations.



October 27, 2011

Board of Selectmen

195 Main Street

Maynard, Massachusetts 01754

Re; Fiscal Year 2013 Budget Advisory

Dear Honorable Board;

It seems inconceivable that once again we are about to commence the budgetary process, yet that is in fact the case. The economy continues to expand slowly and the effect on business in Maynard is similar to that of the region and beyond which as one would imagine has a causal effect on revenues. We will see in the next few years a falling property value scenario which impacts revenue. This influence should be considered going forward in any attempt to devise a sustainable model. I would suggest we need to be cognizant of the growing difficulty for all departments in meeting all their service needs without a balanced approach to funding all those departments.

This year we will need to make a decision to invest in our public safety as part of an emergency dispatch mandate from state government. As you know there are inter-departmental, sub-regional and regional solutions being explored all of which will require greater fiscal commitment due to the higher emergency medical dispatch standards. There will be the annual increase cost to our health care insurance and with some changes in retiree offerings we seek to moderate the trend.

We also are in negotiations with several unions and the impacts of those negotiations will be felt in the next fiscal year. There also as each of you are aware increases in fuel, materials and services; truthfully, nothing is going down in cost. At home or at work, America is paying more.

We will begin the process with departmental requests within the next few weeks. The Finance Director is offering additional training modules for budget responsible parties and department heads through KVS the week of November 2nd. The expectation is by December 9th all departments should be accessing the budget module and building the FY 13 model. We will hold a meeting for all departments on

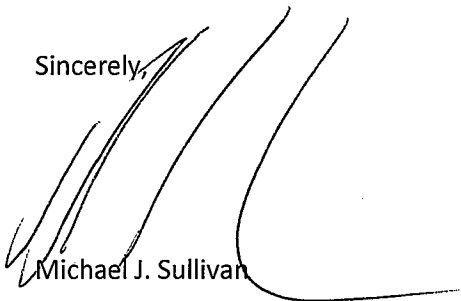
December 9 at noon and discuss the process going forward. I expect that submissions will be made by all departments by January 13, 2012 for FY13.

Given the fact that we have not recovered from the 7.4% state cuts on the municipal side of the equation last year and we will have a very limited growth in revenues, if at all in the upcoming fiscal year, my budget instructions will be not to increase any department budget more than one half of one percent (.5%). This is as near level funding as I dare to go. I know there are those which will tell you "level funding is a cut", usually that will be heard from a department which has never really had a cut.

I would hope we will be able to continue our investments in town properties and facilities in Fiscal Year 13 and will ask for each department to submit needs to the Capital Planning Committee for their review. Again, this balanced approach to capital needs and personnel commitments is important to strengthen this community. My goal is to develop a strategy to make a \$700,000 to \$1 million FY 13 investment in capital and infrastructure; it is unclear at this point how we get to that number, but as you suspect I am thinking about that very thing. It would be wrong to not continue to invest in this community and dangerous for the future.

I look forward to working with you through this budget process and would encourage any and all questions.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read 'Michael J. Sullivan'.

Michael J. Sullivan
Town Administrator, Maynard

cc. Finance Committee

Department Heads (please advise appropriate personnel and related committees and boards)
Capital Planning Committee